Acta Médica Portuguesa Student’s Publishing Guidelines

Normas de Publicação da Acta Médica Portuguesa-Student

Conselho Editorial ACTA MÉDICA PORTUGUESA
Acta Med Port 2015, 19th February 2015

I - GENERAL INFORMATION

1. Aims

The aim of Acta Médica Portuguesa is to publish original scientific articles of the highest standard mainly by Medical students, with the purpose to actively contribute to increasing scientific knowledge.

In order to accomplish these aims, the Acta Médica Portuguesa – Student (AMP-S), a section within the Acta Médica Portuguesa, publishes original articles, review articles, case reports and editorials, among others, with a focus on clinical, scientific, social, political and economic factors affecting health. Acta Médica Portuguesa will be happy to consider manuscripts for publication from authors anywhere in the world.

2. Values

Our principles are to promote:
Scientific quality.
Knowledge and state of the art scientific expertise.
The importance of scientific publication.
Editorial independence and impartiality.
Ethics and respect for human dignity.
Social responsibility.

3. Perspectives

To be acknowledged as the main publication and consultation means by biomedical student community.
To be acknowledged as a Portuguese medical journal with a relevant international impact.
To promote a scientific publication of the highest quality, giving priority to original research work in the field of clinical, epidemiological, multicentric studies and basic science.
To remain a publication forum of guidelines.
To enhance international dissemination.

II - AUTHORS, REVIEWERS AND EDITORS

1 - General information

Acta Médica Portuguesa follows the good practice guidelines of the biomedical edition of the International Committee of Medical Journal Editors (ICMJE), the Committee on Publication Ethics (COPE) and the EQUATOR Network Resource Centre Guidance on Good Research Report (study design).

Our publication editorial policy inserts in the revision and publication process the Recommendations of Editorial Policy (Editorial Policy Statements) issued by the Council of Science Editors, covering responsibilities and rights of the editors of publications with scientific peer review.

The proposed manuscript should not have been object of any other kind of publication. The views expressed are those of the Author(s). The published manuscript will remain a joint ownership of the Acta Médica Portuguesa and of the Author(s).

The Acta Médica Portuguesa reserves the marketing right of the manuscript as an integral part of the journal (for instance, for reprint purposes). The Author(s) should add to the submission letter a copyright declaration for commercial purposes.

Regarding the use by third parties, the Acta Médica Portuguesa is governed by the license Creative Commons ‘Attribution – Noncommercial - NoDerivatives (by-nc-nd)’.

After publication in Acta Médica Portuguesa, the Authors are free to provide their manuscripts to their original institutions, as long as publication in Acta Médica Portuguesa is acknowledged.

2 - Authorship Criteria

1. In order to be designated as an Author, according to the ICMJE criteria, ALL the following criteria should be met, at the time of submission of the article:

   a. Someone who is a Medical Student or Junior Physician (up to one year upon registration at the Portuguese College of Physicians (Ordem dos Médicos) or, as a foreigner, with the maximum of one year of clinical practice).

   b. Having had a substantial and direct intellectual contribution on the design and preparation of the manuscript, having participated in data analysis and interpretation.

   c. Having participated in the writing of the manuscript, making a revision of the drafts or critical content review

   d. Approval of the final version.

   e. Having acknowledged responsibility for the accuracy and integrity of the whole work.

2. The identification of co-authors is the responsibility of the author(s).

3. Everyone who has contributed to the manuscript, but who does not meet the authorship criteria, should be referred in the acknowledgements.

4. Being listed as an Author, while not meeting eligibility
criteria is considered as a fraud.

5. The Corresponding Author:
   a. Should be the intermediary, on behalf of all the co-authors, in all contacts with Acta Médica Portuguesa during the whole process of submission and revision.
   b. Should be available, during submission and review, in order to provide the required information by the editor and reviewers.
   c. Should ensure that all potential declared conflicts of interest are correct.
   d. Should also testify, on behalf of all the co-authors, the originality of the work and obtain the written authorization of each person mentioned in the section “Acknowledgments”.
   e. Every Author (i.e. the Corresponding Author and each of the Authors) has to fill and sign the “Authorship Form” with the authorship responsibility, criteria and contributions; conflicts of interest and sponsorship, including the Authors’ copyright transfer.

3 - Conflicts of Interest
1. There is a conflict of interest when the professional judgement regarding certain issue is influenced by a secondary interest.
2. All the authors, reviewers and editors must consider the existence of conflicts of interest in their mission and these should be declared.
3. Authors:
   a. The content accuracy, as well as the opinions expressed are an exclusive responsibility of the Author(s).
   b. The Author(s) must declare every potential conflict of interest.
   c. The Author(s) must declare all financial and personal relations that may bias the work.
   d. In order to prevent any ambiguity, the Author(s) must explicitly declare if there are or there are not any conflicts of interest.
   (i). This information should not influence the editorial decision but, before submitting the manuscript, the Author(s) must guarantee any necessary authorization for the publication of the submitted material.
   e. Declaration of conflict of interests:
   (i). Manuscripts in which any conflict of interests is declared must include:
      1. Declaration of conflict of interests by the author;
      2. Role of the entities object of a conflict of interests, including:
         a) Name.
         b) Intervention in the design of the manuscript.
         c) Interference in data acquisition, analysis or interpretation.
         d) Writing of submitted manuscript.
         e) Intervention in the decision regarding submission.
         f) Or declaration stating that the entities object of conflict of interest did not have any interference in the procedures previously described.
         g) If in doubt about the meaning of a relevant financial or personal interest, the Author(s) should contact the Editor.
4. Reviewers:
   a. Whenever a review of a manuscript is required by the Editor, the reviewer must declare any conflict of interests.
   b. In the case of a conflict of interests, the reviewer should not evaluate the manuscript being object of a conflict of interests
   c. The reviewers must not use, in any case, informations regarding manuscripts still not published.
   d. If in doubt about a conflict of interest, the Author(s) should contact the Editor.
5. Editors and Editorial Staff:
   a. The Editors with a relevant conflict of interests should not take editorial decisions regarding the manuscripts under consideration.
   b. Other elements of the editorial staff must declare any conflict of interests and, in case that these are confirmed, should not be involved in the decision process.
   c. The Editors and members of the editorial staff must not, in any case, use information regarding the submitted manuscripts before their publication.
   d. If in doubt about a conflict of interest, the Editor-in-Chief must be contacted.

III - EDITORIAL PROCESS
1 - Authorship:
   a. The authors must comply with all principles of authorship and declaration of conflict of interests described in section II and III of this document.
2 - Review:
   a. Confidentiality:
   i. No information, content or review regarding the submitted manuscript, including those under review should be disclosed to no one beyond the authors and reviewers of the manuscript.
   ii. The Editor should ensure that reviewers keep the received manuscript strictly confidential.
   iii. Reviewers should not appropriate of any unpublished material, in any case and the evaluated manuscript should be destroyed upon review submission.
   b. Language:
   i. Manuscripts should be written either in Portuguese or in English.
   ii. Titles and abstracts must always be written in Portuguese and in English.
   c. General Rules and Identity
   i. Style:
   1. All manuscripts should be prepared according to the “AMA Manual of Style”, 10th ed. and/or “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals”.
   2. Manuscripts should be written clear, direct and actively.
   3. Manuscripts should be written on the first-person, active voice, like for instance, “We have analysed data” rather than “Data were analysed”.
   4. Latin words or words in any language different from
the text should be written in italic, except when using any identification substantive regarding an individual, organisation or procedure.
5. Abbreviations
   a. Do not use abbreviations or acronyms neither in the title nor in the summary and limit their use in the text.
   b. If the use of uncommon abbreviations is found to be absolutely required, when first utilized they must be adequately defined, in full, and immediately followed by the said abbreviation in parenthesis.
   c. Do not follow abbreviations by full stops.
6. Figures
   a. Manuscripts must comply with the same limit of figures generally defined for the Acta Médica Portuguesa.
   b. Each figure must be submitted in TIF, JPG, BMP, EPS or PDF format, with 300 dpi resolution and at least 1,200 pixel wide and proportional height.
   c. A word file is unsuitable and will not be accepted for figure submission, including photographs, drawings and graphs.
   d. All figures must be enumerated by text citation order.
   e. A title/legend should be included for each figure.
   f. Colour images will be published at no extra charge.
   g. Figures must be enumerated by Arabic numbers and should be identified as Figure/Table.
   h. Each figure must be referenced in the text.
   i. When a Figure is mentioned in the text it should be abbreviated to Fig. while the word Table should not be abbreviated.
   j. Images of patients are only accepted if judged necessary for the understanding of the manuscript.
   k. If the patient can be identified in the figure then patient authorization for publication must be obtained and sent to Acta Médica Portuguesa-Student.
   l. If the photograph allows for very obvious patient identification substantive regarding an individual, the text should be written in italic, except when using the recommended nomenclature in Medical Subject Headings (MeSH), http://www.nlm.nih.gov/mesh/MBrowser.html.
7. Tables:
   a. It is compulsory to send tables in black and white at the end of the file.
   b. Tables must be presented and submitted in a word document, in a simple table format (simple grid), without tabs or other typographical formats.
   c. All tables must be mentioned in the text of the manuscript and enumerated in the order mentioned in the text.
   d. Tables must be enumerated in Arabic and must include an identification legend.
   e. Tables must be present with a legend/title which must be elaborated in a brief and clear form.
   f. Legends must be self-explanatory.
   g. These legends must be placed at the top of the table, justified to the left.
   h. All information should be placed in the inferior portion of the table – end of page notes (abbreviations, statistical significance, etc.).
   i. End of page notes that are too extensive for the title or data cells must use the following symbols *, †, ‡, §, ¶, ††, ‡‡, §§, ‖‖‖, ¶¶. j. The word ‘Table’ should not be abbreviated when described in the text.
8. Legends:
   a. Legends in Figures: these must be placed underneath the figure or graph and justified to the left. Graphs and other figures are usually read bottom up.
   b. Legends in Tables: these must be placed at the top of the table, justified to the left. Tables are read top-down.
   c. After the reference section, a detailed legend (no abbreviations) must be included with each image in the file with the text manuscript.
9. Measurement Units
   a. Units of length, height, weight and volume must be expressed in the metric system units (metre, kilogram or litre) and their decimal units.
   b. Temperatures must be presented in Celsius degrees (°C) and blood pressure in millimetres of mercury (mmHg).
   c. For more information please consult the conversion table “Units of Measure” provided at the website of AMA Manual of Style.
10. Names of Drugs, Devices or other Products:
   a. Use the non-commercial name of drugs, devices or other products unless the commercial name is essential for discussion.
   b. If the use of uncommon abbreviations is found to be absolutely required, when first utilized they must be adequately defined, in full, and immediately followed by the said abbreviation in parenthesis.
   c. Do not follow abbreviations by full stops.
   d. Use the non-commercial name of drugs, devices or other products unless the commercial name is essential for discussion.

ii. Structure:
1. The first/title page should include:
   a. Section to which the manuscript is aimed to (such as Originals Student, Artigos de Revisão Student, Casos Clínicos Student).
   b. Title in Portuguese and in English – concise and descriptive.
   c. Names of all Authors (first and last name) together with academic and/or professional titles and affiliation (department, institution, city and country).
   d. Subsidies or grants that contributed to the work.
   e. Address and email of the Corresponding Author.
   f. Brief title for a heading.
2. The second page should include:
   a. Title (no authors).
   b. Abstract written in Portuguese and in English.
   c. Any information not described in the manuscript should not be described in the abstract.
   d. Abstracts must not cite the text or figures/tables of the manuscript.
   e. Keywords. After the abstract, a maximum number of five keywords written in English must be provided, using the recommended nomenclature in Medical Subject Headings (MeSH), http://www.nlm.nih.gov/mesh/MBrowser.html.
3. The third and following pages should include the following:
   a. Main text
b. Acknowledgments
i. These must address all that contributed to the manuscript.
ii. These do not qualify for authorship.
iii. In this section it is possible to thank all sources of support.
iv. Each person cited in the acknowledgment section must send an authorization for his or her name to be included in this section.
v. This section must be written in the third person, active voice; “The authors wish to acknowledge”.
c. References
i. Author(s) are responsible for the exact and accurate use of references and for their correct citation in the text.
ii. References must be cited numerically (Arabic numbers in superscript) and in the order they appear in the text and they must be identified in the reference list with Arabic numbers.
iii. If more than two references are cited in a sequence, indicate only the first and the last, separated by a dash. “5–9”.
iv. In the case of alternate citation, all references must be indicated, separated by a comma. 
5, 12, 15, 18
v. References must be aligned to the left.
vi. In individual references with less than 6 Authors, all authors must be included.
vii. In references with more than 6 Authors only the first 6 must be named followed by “et al”.
viii. Reference list must not include manuscripts in the stage of preparation, unpublished observations or personal communications, among others. These are only allowed in the body of the text (e.g.: P. Andrade, personal communication).
ix. Abbreviations of journal names must conform to those that are used by the National Library of Medicine (NLM) Title Journals Abbreviations.
x. See Appendix I for reference examples.
d. When appropriate, legends in figures should be included.
4. Each of these sections must be started on a new page and pages should be consecutively numbered, starting with the title page.

iii. File format
1. Manuscripts should be submitted in Word format.
2. PDF format is not acceptable.
d. Submission
i. Manuscripts must be submitted online, via the “AMP Student” section in the Acta Médica Portuguesa website.
ii. Manuscripts regarding Student articles submitted in the regular Sections of the Acta Médica Portuguesa will be rejected.
iii. Manuscripts must be submitted online, via “Submissão Online” at the Acta Médica Portuguesa website http://www.actamedicaportuguesa.com/revista/index.php/amp/about/submissions#OnlineSubmissions.
iv. Answers to every single field in the online submission form must be provided.
v. Confirmation of manuscript submission will be received by the Author(s) together with a code number that will be attributed to the manuscript.

e. Types of Submission:

   i. Review manuscripts: These are destined to thoroughly approach state of the art knowledge with respect to important themes. These manuscripts will usually be elaborated by invitation from the Editorial Team; however, in exceptional circumstances, it will be possible for experts in the field to submit to the journal a project regarding a review article. In the latter case, those projects that are judged to be relevant and are, as such, approved by the Editor, may then be developed and submitted according to the publication rules. The text must not exceed 3,500 words (not including the abstract, legends and references). A maximum of 4 tables and/or figures and no more than 75 references are allowed. The abstract must not exceed 250 words and must be structured as follows: Introduction; Material and Methods, Results, Discussion and Conclusion.

   1. A systematic review or meta-analysis of randomized studies must follow the PRISMA guidelines.

   2. In the case of a meta-analysis of observational studies the MOOSE guidelines must be followed and the study protocol should be presented as a supplementary file.

   ii. Original manuscripts: The publication of an original manuscript in AMP-S requires the corresponding author to meet the authorship criteria described in Section II of this document. The corresponding author must by a medical student. Text must be divided in sections as follows: Introduction (including Objectives), Material and Methods, Results, Discussion, Conclusions, Acknowledgments (if applicable), References, Tables and Figures and must not exceed 4,000 words, excluding references and illustrations. It must be accompanied by illustrations with a maximum of six figures/tables and a maximal number of 60 references. The abstract should not exceed 250 words and must be structured as follows: Introduction; Material and Methods, Results, Discussion and Conclusion.

   1. As a member of ICMJE, Acta Médica Portuguesa requires that all trials be registered in a public trial registry which is accepted by the ICMJE, in order for manuscript publication (in other words, the registry must be a non-lucrative institution which is publicly accessible, for example: www.clinicaltrials.gov).

   2. All manuscripts that report clinical trials must follow the CONSORT Statement

   3. STARD guidelines must be followed in the case of a study of diagnostic accuracy.

   4. STROBE guidelines must be followed in observational studies.

   5. In Clinical Guidelines we encourage the Author to follow the GRADE guidance for evidence classification

   iii. Case Report: Report of a clinical case should be justified by its rarity, unusual aspects, atypical progress, diagnostic or therapeutic innovation, experienced by the student in first-hand. The sections should be as follows: Introduction, Case report, Discussion and References. The text must not exceed 1,000 words and no more than
15 references are allowed. It should be accompanied by illustrative figures. The number of tables and figures must not exceed 150 words, summarizing the objective, main messages and conclusions must accompany submission.

iv. Perspective/ Opinion/ Feature Articles: These may regard different areas related to biomedical knowledge, Medicine education and healthcare: current or emerging issues, health management and policy, History of Medicine, links to society, epidemiology and should express a well-reasoned opinion on the subject. This type of article may also correspond to non-scientific or academic trials and may approach the nature of Medicine from an alternative perspective, namely through its impact on other areas of knowledge or society as literature, history, art or philosophy or reports regarding events primarily targeted to Medical students, regarding experiences related to Medical students or other relevant information related to students are also considered as feature articles. Any author wishing to submit an article in this category should previously send for evaluation to the Editor of AMP-S section an abstract with no more than 250 words, the author’s identification and the title. The article should have no more than 2,000 words (references and legends are not included) and up to 20 references. Only one table or one figure may be included.

v. Images in Medicine: Images in Medicine is an important contribution for the apprenticeship and practice of medicine. The type of medical images that are suitable include clinical images, imaging techniques, histopathology and surgery in which the student’s involvement was required to its acquisition. Up to two images per case are accepted. This modality allows for a title with a maximum of eight words and a text with a maximum of 150 words referring to relevant clinical information and including a brief summary of the patients history, laboratory data, treatment and current clinical situation. No more than three authors and five references are allowed and an abstract is not required. Only original high quality photographs are accepted for publication which must be original. Two different files are requested: one must contain the photograph in the high quality required for publication and another which is meant to be used as reference, where the top of the photograph must be indicated with an arrow. Information about submission of digital images is available at “Technical rules for figures, tables or photographs submission / Normas técnicas para a submissão de figuras, tabelas ou fotografias” included in Acta Médica Portuguesa Publishing Guidelines.

vi. Letters to the Editor: A Letter to the Editor must consist of a comment regarding an article published in the Acta Med Port or a short statement regarding a clinical subject or case study. It should not exceed 400 words, should not include more than one figure and a maximum of 5 references are allowed. An abstract is not required. The answer(s) of the Author(s) should keep the same format.

f. Editorial process:
   i. The Editor of the section will be required to meet the planned time schedule.
   ii. In case of rejection of a manuscript by the AMP-S, this should be carried out promptly in order to allow for its submission to any other journal.
   iii. The Corresponding Author will be notified by email regarding the reception of the manuscript and any editorial decision.
   iv. All submitted manuscripts are initially reviewed by the editor of Acta Médica Portuguesa.
   v. The manuscripts will be assessed under the following criteria: originality, relevance, clarity, appropriate study method, valid data, adequate and data supported conclusions, importance, meaningful and scientific contribution to a specific area. The manuscript should not have been published, in whole or in part, nor submitted for publication elsewhere.
   vi. The Acta Médica Portuguesa follows a strict single-blind peer-review process. Experts in the relevant area of the manuscript will be requested to draw their comments, including acceptance suggestion, conditioned acceptance to minor or important modifications, or rejection. In this assessment process, the manuscript may be:
      1. Accepted without any modifications.
      2. Accepted after modifications suggested by the scientific advisors.
      3. Rejected.
   vii. The following schedule is established in this process:
      1. After receiving the manuscript, the Editor-in-Chief, or one of the Associate Editors will send the manuscript to at least two reviewers, assuming that it meets publication rules and editorial policy. It may be rejected at this stage, without being sent to reviewers.
      2. The Editor of the Section will ensure the reception of at least two reviews of the manuscript. One may be a peer-review of the first author, i.e., a Medical student attending to at least the 5th year of the course. The second review must be issued by a senior specialist in the area.
      3. When receiving the acceptance communication, the Authors should immediately email the copyright transfer form found at the site of Acta Médica Portuguesa, completed and signed by all Authors.
      4. The reviewer will be asked to answer the Editor in a maximum of four weeks, stating his comments on the manuscript under revision, including his suggestion regarding the acceptance or rejection of the work. Within a period of two weeks, the Editor of the Section will take a first decision which may entail acceptance with no further modifications, may include reviewers comments so the Authors may proceed according to what is indicated or may indicate manuscript rejection.
      5. Authors will have a period of 20 days to submit a new written version of the manuscript, addressing the modifications suggested by the reviewers and by the Editor of the Section. When any modification is proposed,
the Authors should email the Editor, in a maximal period of twenty days, with all the requested answers in addition to a written version of the manuscript with the inserted modifications in a different colour.

6. The Editor of the Section will have a period of 15 days to reach a decision about the new version: rejecting or accepting the manuscript in its new version or submitting to one or more external reviewers whose opinion may or may not meet the first revision.

7. In case the manuscript has to be re-sent for an external revision, the experts will have a period of four weeks to send their comments and their suggestion regarding the acceptance or rejection for publication.

8. According to the suggestions of the reviewers, the Editor of the Section may ask for modifications once again or may recommend the Editor-in-Chief to accept or reject the manuscript.

9. In case of being accepted or rejected, in any of the referred stages, the decision will be sent to the Corresponding Author. In a period of less than one month, the Editorial Council will send the manuscript for revision by the Authors with the final format, not including inclusion details. The Authors will have a period of five days for the text revision and to communicate any typographical error. At this stage, the Authors are not allowed to do any relevant modification, beyond any corrections of minor typographical and/or spelling mistakes. Data changes in graphs, tables or text, etc., are not allowed.

10. After the Authors provide an answer, or if there has been no answer, the manuscript is considered completed, after the above-mentioned five day period.

11. At the revision stage of proofreading, any relevant change in the manuscript will not be accepted and may mean further rejection by decision of the Editor-in-Chief.

g. Proofreading
   viii. Unless indicated otherwise by the Author(s), proofreading is the responsibility of the Editorial Council.
   ix. As such this task will be completed within the time limit determined by the Editorial Council as a function of the editorial requirements of Acta Médica Portuguesa.
   x. Authors will receive publication proofs in PDF format for correction and these must be returned within a time limit of 48 hours.

h. Fast-track Publication
   i. Fast-Track publication system is available in Acta Médica Portuguesa-Student for urgent and important manuscripts that meet the Acta Médica Portuguesa requirements for the Fast-Track system:
   1. Authors may apply for a fast-track publication through manuscript submission at http://www.actamedicaportuguesa.com/ under the heading “submit manuscript / submeter artigo”, clearly indicating why the manuscript should be considered for fast publication. The Editorial Review Board will communicate their decision within a 48 hour period, if the manuscript is considered appropriate for fast-track publication.
   2. The manuscript should meet the AMP-S authorship requirements.
   3. If the Editor-in-Chief finds the manuscript unsuitable for Fast-Track evaluation, the manuscript may be proposed for the normal revision process, in which case Author(s) will be allowed to withdraw their submission.
   4. For manuscripts that are accepted for Fast-Track evaluation, an Editorial decision will be made available within five working days.
   5. If the manuscript is accepted for publication, an effort will be made to publish online within a maximal period of three weeks after acceptance.

IV - Scientific Misconduct
   a. Scientific misconduct refers to any action violating the standard codes of scientific community, affecting the objectives of science and achievements in scientific projects.
   b. It may include fabrication of data, manipulation of images, falsification and plagiarism.
   c. Any suspected scientific misconduct will be identified by the Editorial Board of AMP-S.
   d. When confirmed, any scientific misconduct will incur in the publication of a misconduct complaint regarding the manuscript in the following number of AMP.

V - Copyright / Authorship Rights
   a. When the manuscript is accepted for publication, it is required that the digitalized document is sent by email, signed by all the Authors, together with the Author’s copyright transfer between the Authors and Acta Médica Portuguesa.
   b. The Author(s) should sign one copy of the copyright transfer document between the Author(s) and Acta Médica Portuguesa when the manuscript is submitted, according to the draft in the Appendix II, which should only be sent when the manuscript has been accepted for publication.

VI - Informed Consent and Ethics Approval
   a. Any patient (or legal representative) that may be identified in a written description, photo or video, should sign an informed consent form allowing for these descriptions. These documents should be submitted with the manuscript.
   b. The Acta Médica Portuguesa-Student considers that it is acceptable to omit data or utilize less specific data presentation in the identification of a patient. Nevertheless, further data alterations will not be acceptable.
   c. The Authors should inform if the work has been approved by their institution’s Ethics Committee, according to the Helsinki declaration.

VII - Errata and Retractions
Acta Médica Portuguesa publishes alterations, errata or retractions to previously published manuscripts. After the publication these will be in the form of an errata.
Final note:
For more complete information we recommend reading *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* of the International Committee of Medical Journal Editors, available in http://www.ICMJE.org.